



STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION

900 Public Safety Boulevard
Dover, DE 19901
(302) 760-2011



Posting #9100071

DRIVER IMPROVEMENT OFFICER

Opening Date: July 5, 2006

Closing Date: July 19, 2006

A Vacancy Exists

Salary: \$29,920 - \$37,400 (Minimum - Midpoint) Pay Grade 10

Location: New Castle County (**Please check this county on your application**) Division of Motor Vehicles/Driver Services, 2230 Hessler Boulevard, New Castle, DE 19720; **Position is required to travel statewide to other Motor Vehicles Facilities for staff coverage.**

Summary Statement: This class uses four levels of work in the Public Safety occupational group, Motor Vehicle Services occupational series and describes Motor Vehicle Code enforcement work pertaining to drivers licensing. This level is responsible for performing the full range of essential functions.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in driver licensing and driver improvement.
2. Experience in interviewing.
3. Experience interpreting Motor Vehicle laws, rules, regulations, standards, policies and procedures.
4. Experience using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Experience in narrative report writing.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Interviews individuals whose license is to be suspended, revoked or reinstated to gather information concerning behavior relative to the use of alcohol and/or drugs. Investigates the background of violators. Informs individual of entries on driving record; resolves discrepancies on driving records; advises individuals of consequences of violations.
- Determines course(s) of action to take on an individual's license such as suspend, re-examine, restrict license, reinstate license, refer to special programs based on information collected from the interview or investigation and the Motor Vehicle laws, rules and regulations and takes necessary action.
- Conducts special interviews based on requests from family members, physicians or law enforcement officials to determine person's capabilities to operate a motor vehicle; reviews physician's findings; determines whether further testing is necessary; explains to driver why they failed test; makes recommendations for special equipment to aid driver.
- Prepares reports of investigations, interviews and/or hearings to document facts and circumstances of the case, action taken and reasons. Testifies in court regarding case decisions.
- Makes presentations to schools and various organizations which include such topics as the driver's point system, conditions for suspending/revoking licenses and driver improvement/treatment programs.
- Reports to the Driver Improvement Manager.
- Contacts include violators, doctors, general public, law enforcement agencies, attorneys, legislators, other states and court personnel to collect/clarify information, explain driving violations, resolve discrepancies on driving records and explain Motor Vehicle laws, rules, regulations, policies and procedures.

License, Registration or Certification:

Possession of a Class "D" driver's license

Driving record must be clear of any revocable offenses for the last three years.

Conditions of Employment:

- Position is required to travel statewide to other Motor Vehicles Facilities for staff coverage.
- Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.
- Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

TRANSPORTATION (DELDOT), Human Resources, 800 Bay Road, Dover, DE 19901, Phone: (302) 760-2011 Fax (302)760-2789 (Temporary)

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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